

IMPORTANT INFORMATION FOR FOREIGN VENDORS

In November 2004, myInvoice will implement a major change that will increase the information available to our customers related to their invoice status. In order to protect new information items specific to each customer, we will be adding a user ID and password log in requirement for all myInvoice users. Customer registration data will be validated against the Central Contractor Registration (CCR) to facilitate this process. Effective October 1, 2003, foreign companies performing work outside the United States are required register in CCR in order to be awarded a contract, except for extenuating circumstances, See pages 4.11-1 paragraph 4.1101(a)(5) in the FAR at [HTTP://www.acqnet.gov/far/FAC/fac01016.pdf](http://www.acqnet.gov/far/FAC/fac01016.pdf) The following is required to register in the CCR:

1. A DUNS number, provided by Dun & Bradstreet (D&B), is required for registration in CCR. Information on obtaining a DUNS number is available on the CCR web site at www.ccr.gov, or you can call D&B's Federal Government DUNS number request line at 1-866-705-5711.
2. Obtain a North Atlantic Treaty Organization (NATO) CAGE (NCAGE) code from the appropriate source. (Companies with an address containing APO, FPO or AE do not need an NCAGE - do not fill out the AC135, just register in CCR at www.ccr.gov and you will receive a CAGE code.) The NCAGE code can be obtained directly from the Codification Bureau in your country. Please view the up to date list of countries and information necessary to contact the Codification Bureau by visiting the NATO Codification web site at http://www.dlis.dla.mil/Forms/Form_AC135.asp.
3. A Tax Identification Number (TIN) or Social Security Number (SSN) is **NOT** Required.
4. Electronic Funds Transfer (EFT) information is **NOT** required.

Foreign companies will be required to complete this process in order to successfully register as a myInvoice user in the new format. If you have questions or need help with CCR registration, you may call 1-888-227-2423 or 269-961-4725 for assistance.

Once you have your new NCAGE, we suggest that you contact your contracting office(s) and provide the NCAGE. Be sure all such numbers are reflected when registering in myInvoice. This will insure that your codes get posted to the contract and the pay record(s) and that you can use myInvoice to query by all the numbers being used to track your invoices.